

## **Instructions for Completing eMARS Training Needs Assessment Survey**

### **General Information**

#### ***Section 1—Cabinet & Agency Information***

- Select the Cabinet and Agency from the drop down list.
- Complete a survey for each agency for which you serve as Agency Implementation Lead (AIL).

#### ***Section 2—Agency Contact Information***

- Enter the AIL and Training Team Lead (TTL) contact information for the agency.

The eMARS Project Team considers the AIL as the primary point of contact.

#### ***Section 3—Potential Trainers within Your Agency***

- Enter individuals that are interested in serving as an eMARS trainer.

#### ***Section 4—Potential Training Sites within Your Agency***

- List any internet ready, computer labs your agency is willing to offer as potential training locations during the end-user training period (April-June, 2006).

#### ***Section 5—Information Only***

- Identifies the possible regions for training sites.

### **Functional Needs**

#### ***Section 1—Cabinet & Agency Information***

- Will default from previous page.

#### ***Section 2—Functional Training Needs***

- Enter the number of users by region for each functional area.
- Be accurate and do not guess.
- Do not list users in areas that do not pertain to their job duties.

#### ***Section 3—Specialized Courses***

- Enter the number of users by region for each specialized area.
- Be accurate and do not guess.
- Do not list users in areas that do not pertain to their job duties.

This area is intended to target the small number of users in your agency who may need specialized training in these areas. It is NOT intended for the average user.

#### ***Section 4—General Computer Skills—For Agency Use***

This area is intended to target the number of users in your agency that may require general computer training prior to eMARS training classes. The eMARS Training Team will NOT be conducting this training.

Use File/Save As to save the spreadsheet. In the file name field replace the "x" with your cabinet number and replace the "y" with your agency number.

Send to [Connie.Camden@ky.gov](mailto:Connie.Camden@ky.gov) by June 24, 2005.